

Self-Directed Service Orientation Checklist

Self-Directed Services Orientation is required for all new applicants interested in self-directing their services and participants using the Provider Managed Service Delivery Model interested in the self-directed service delivery model.

The Self-Directed Services Orientation must be completed before enrollment in the Self-Directed Services model.

Note: *Participants enrolled in the waiver with an effective date of October 6, 2025 through December 31, 2025, must complete the Self-Directed Services Orientation by or before March 31, 2026 if not already completed. If not completed by March 31, 2026, the participant will be transitioned to the Provider-Managed Service Delivery Model.*

Participants enrolled in the waiver with an effective date of January 1, 2026 or later must complete the Self-Directed Services Orientation before beginning self-directed services.

Participant Name: _____

Address: _____

Phone Number: _____

Date of Orientation: _____ Time of Orientation: _____

In-Person or Virtual:



Team Members in Attendance

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Orientation Videos

Self-Directed Services Orientation consists of the first three modules of the [Self-Directed Services Training Series](#). After each video is viewed, the Coordinator of Community Services should note the time the video finished.

- ☐ Module 1: Self-Direction Overview - Time Completed: _____
- ☐ Module 2: The Self-Directed Services Team - Time Completed: _____
- ☐ Module 3: Person-Centered Planning - Time Completed: _____

Frequently Asked Questions Tool

After completing the videos, the Coordinator of Community Services will review the Frequently Asked Questions document with the participant and team.

- ☐ As the Coordinator of Community Services, I attest that the Frequently Asked Questions Tool was shared with the participant and their team.

Coordinator of Community Services Name: _____

Coordinator of Community Services Signature: _____



Regional Office Self-Directed Services Contact Shared

After reviewing the videos and Frequently Asked Questions Tool, the Coordinator of Community Services will share the contact information for the Self-Directed Services Lead for the participant's region. Contact information for each region is available on the last page of this document.

- ☐ As the Coordinator of Community Services, I attest that the appropriate Self-Directed Services Lead contact information was shared with the participant and their team.

Coordinator of Community Services Name: _____

Coordinator of Community Services Signature: _____

Upload Documentation

After the orientation meeting, the Coordinator of Community Services must upload the completed Self-Directed Services Orientation Checklist into LTSSMaryland in the "Client Attachments - FMCS Documents" section for the participant.

Regional Office Contact Information

Central Maryland Regional Office

The Central Maryland Region includes Anne Arundel, Baltimore, Howard, and Harford Counties, and Baltimore City.

Self-Directed Services Lead: Ola Otuyelou

Email: olasubomi.otuyelu@maryland.gov

Phone: 443-928-7843

Southern Maryland Regional Office

The Southern Maryland Region includes Calvert, Charles, Montgomery, Prince George's, and St. Mary's Counties.

Self-Directed Services Lead: Tia Henry

Email: tia.henry2@maryland.gov

Phone: 240-294-8378

Eastern Shore Regional Office

The Eastern Shore Region includes Caroline, Cecil, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester Counties.

Self-Directed Services Lead: Jonna Krabill

Email: jonna.krabill@maryland.gov

Phone: 443-909-6363

Western Maryland Regional Office

The Western Maryland Region includes Allegany, Carroll, Frederick, Garrett, and Washington Counties

Self-Directed Services Lead: Tina Swink

Email: tina.swink@maryland.gov

Phone: 443-473-2950